

JULY 2011

# Summer Bulletin

## INDIANA SFSP SPONSOR NEWSLETTER

Food That's In When School is Out



Volume 2, Issue 2

### Getting Ready for the Administrative Review

98. . .99. . .100!! **READY OR NOT, HERE I COME!!** It's summertime and the Summer Food Service Program (SFSP) is in full swing at many locations across the state. Ready or not, for many sponsors there will be an administrative review of your program conducted by a state agency consultant. So let's prepare you to "get home safe," which means that all meals served are eligible for reimbursement, and that accurate records are available to document the costs and meals claimed. Here's what you need to have ready for the administrative review:

**1. Signed and dated training documentation for all staff involved in the SFSP.** Program regula-

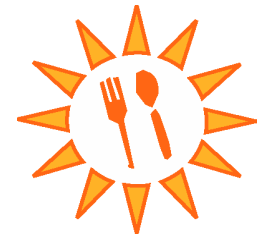
tions mandate proof that every monitoring and site employee has been instructed sufficiently to perform their job duties prior to the program start (including Civil Rights training). See Attachment 15 in 2011 Administrative Guidance for Sponsors (AGS).



**2. Completed Inventory Control Sheet. This optional form is a great way to record food coming in**

**and out of your organization.** A beginning inventory is simply a physical count of foods, commodities and supplies on hand before the food program begins. A complete inventory of all items should be taken at the end of the reporting period. This is your proof that the food planned in the menu was actually on hand to serve. See Attachment 17.

**3. Receipts and invoices for all food and non-food purchases made for the month of review. Also, the bank statements/ledgers should be available for the review.** This is your proof that foods served were actually purchased. If your organization....*Continued on page 2*



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#### **KEEP IN MIND:**

*While getting ready to submit the reimbursement claim*

- *Never add meals served in one month to the totals served in another month even if it is just one day of meal service*
- *It is a good business practice to have a second staff member double check the meal totals for accuracy*
- *Since the reimbursement for camps follows a different pattern, the sponsors must record all sessions separately; call the office for assistance, if needed*

### It's Time to File a Claim

All sponsors have 60 days from the last day of the claim month to file a claim in the CNP web system.

The Claim consolidation is necessary if the sponsor operated 10 days or less in the month prior to the claimed month. A consolidated claim should be filed if there are

10 or less serving days in the final operating month. While combining claim months, remember to check the appropriate box on the claim form. Before exiting the CNP web, verify that the final status of the claim states *Approved* (no longer pending submission) and all errors have been eliminated.

Since the SFSP is a Federal reimbursement program, fiscal viability is a prerequisite for each participating agency. Although you may have experienced an increase in participation and extra costs this summer, our office can not eliminate all possible delays in payment processing.

# Getting Ready for the Administrative Review

receives and uses donated items, please make sure the donor has completed and signed the Donated Foods Form located on our website in the forms section.

**4. Milk receipts and invoices separated from other receipts.** This is your proof that milk was served or available with every reimbursable meal claimed (milk is optional with snacks).

**5. Monthly and Weekly Consolidated Meal Count Forms.** Although the Weekly Consolidation form is optional it is very effective in reducing mathematical errors on sponsor claims. Don't forget to have the Site Supervisor sign and date the weekly/monthly consolidation form. See Attachment 19 & 20.

**6. Daily Meal Count Forms (for each day) signed and dated.** Each site must take a point-of-service meal count every day for each meal service. Don't forget to have the Site Supervisor sign and date. See Attachment 18.

**7. Production Records (if applicable).** If you are maintaining production records, please make sure they are complete, indicate the meal service, and are dated. The SFSP production record and instructions can be found on the SFSP website in the Forms section <http://www.doe.in.gov/food/summer/welcome.html>

**8. Completed Racial/Ethnic Data Form.** This form must be completed once for each site. Camp sponsors must complete it once for each new session. If definitive information is not available, a

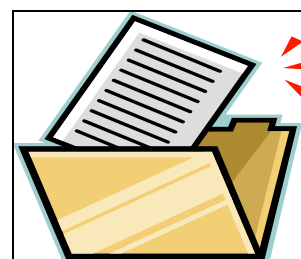
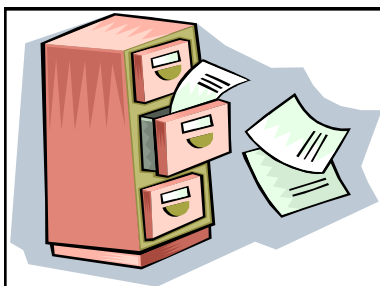
participant may be counted in the group that he/she appears to belong, identifies with, or is regarded as a member by the community. See Attachment 21.

**9. Completed Time Reports for Operating and Administrative Staff.** Again, remember to sign and date each report. See Attachment 25.

**10. Completed Pre-Operational Visit Worksheet for each new site.** To be completed by the Sponsor for all new sites and sites that had problems last year. See Attachment 13.

**11. Completed First Week Visit Form (if applicable).** To be completed by the Sponsor for each new site and each site that experienced problems last year. See Attachment 29.

**12. Completed First Four Week Site Review Form for each site.** To be completed by the Sponsor for each site once during the first four weeks of operation. See Attachment 30 in AGS. This must also be completed for sites operating less than 4 weeks.



**13. Income Eligibility Form.** A form used by camps or closed enrolled sites only. See

Attachment 10.

**14. A copy of your News Release** that was submitted to the media and state agency as a part of the application process.

**15. A copy of your letter to the Health Department.** A copy of this document was sent to the local health department and the state agency.

**16. Procurement Records.** The documentation is available for review to prove that the procurement procedures were followed for the food purchases for self-preparing sponsors.

Hard work and creativity are essential to a successful SFSP. To “get home safe” is your goal now, and that requires organization and proper documentation. If you have not already picked up the 2011 Administrative Guidance for Sponsors to review, it's not too late! As you notice by all the attachment references made in this article, it is truly the How-To-Manual for SFSP. The electronic link to this document is available on the SFSP webpage <http://www.doe.in.gov/food/summer/welcome.html>

See you soon . . . **Ready or Not, Here I Come!!**

## Partnerships that Benefit Kids

Once more Indy Parks and the Indiana Pacers joined forces to present the 3<sup>rd</sup> Annual Pacers Summer Hoops Tour. This week long camp took place on July 11-15<sup>th</sup> at 5 different locations in central Indiana with the special focus on the disadvantaged youth of the area. The Jordan YMCA in Indianapolis hosted one of the camp sites again this summer. The event brought together more than 70 kids to the Jordan YMCA

alone, an increase over last year's participation. The focus was to present a fun environment for learning ball skills and provide healthy meals to the inner-city youth. A long time SFSP sponsor, Indy Parks, showed up in full force by providing nutritious breakfasts and lunches to all the participants.

Indiana DOE School and Community Nutrition staffers, Tina Skinner and

Sharmela Snell, had the privilege to observe the program firsthand at Jordan YMCA and speak with former Indiana Pacer's player, Darnell Hillman. Mr. Hillman or “Dr. Dunk” as many of his former colleagues call him had a lengthy professional career in the ABA/ NBA lasting more than a decade. He is still remembered among his peers...

*Continued... on page 3*

## Partnerships that Benefit Kids...

as “a guy with a really big hair and the tremendous leaping ability.” Hillman, who is currently the Associate Director of Camps, Clinics, & Alumni Relations for the Pacers, is no doubt the heart and soul of the program. His passion to give back to the community and serve the youth who may otherwise not have means to participate in a full day basketball camp is truly inspiring.

With no participation fee charged to the children, Jordan YMCA generously donated its facility for the program operations and other volunteers in the community stepped up to offer their assistance. It was another example of how the SFSP should operate by putting kids first and answering the call to eliminate childhood hunger during the



summer months. In these economically challenging times, creative collaborations such as Indy Parks and the Indiana Pacers coming together for the common good of youngsters demonstrates how a difference can be made when organizations are willing to work together.

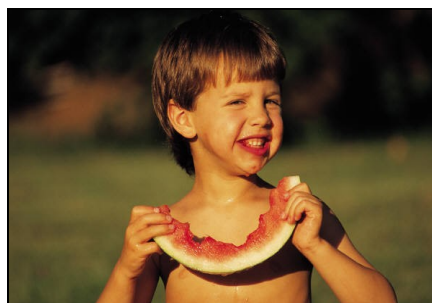
We encourage all SFSP sponsors, site supervisors, staff members, and volunteers to answer to the call of ending childhood hunger, to be good stewards of the program, and to help form community partnerships that will allow the SFSP to flourish.



## Food, Fun and Sun! SFSP Story and Photo Contest

We wanted to let you know of a great new opportunity presented by the U.S. Department of Agriculture! As summer is still in full swing, it's time for some healthy competition! Around the country, local organizations from churches to community centers are busy serving meals to kids through the Summer Food Service Program. Although thousands of organizations operate this program, each site has different ideas about activities, volunteer recruiting, and outreach in both rural and urban settings to make sure no child goes hungry in the summer. To help capture and share some of the creative and successful ways sites are managing the program, FNS is sponsoring “Food, Fun and Sun! The Summer Food Service Program Story and Photo Contest.” We are looking for best practices that fit into four targeted categories. Winning entries will help us spread the word

about programs that break down barriers with innovative methods.



Current SFSP Sponsors and Sites are eligible to enter. We're looking for examples of successful programs that fit into a few targeted categories:

- Recruiting and using **volunteers** to support SFSP
- Serving meals to **older children** (ages 12-18)
- Programs that serve meals in **ru-**

**ral areas**

- Programs that are extremely **creative**

Contest submissions should be in the form of a 200-400 word narrative (your story) accompanied by two photos with captions. Finalists will be posted on the contest website where a public vote will determine Winners and Honorable Mentions. Winners will be honored and recognized in a variety of ways on a National stage.

Food, Fun and Sun! The Summer Food Service Program Story and Photo Contest starts today, July 20, 2011, and submissions will be accepted through August 20, 2011.

For contest rules and details, visit: <http://challenge.gov/USDA/195-food-fun-and-sun-story-and-photo-challenge>.

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